

JEFFERSON COUNTY PLANNING DEPARTMENT

445 W. PALMER MILL ROAD - MONTICELLO, FLORIDA 32345
Phone (850) 342-0223 - Fax: (850) 342-0225



VARIANCE APPLICATION

Note: The following excerpt from the Land Development Code outlines the criteria for consideration in the granting of a variance to any provision therein. Underlined items are especially significant:

A. Initial Determination.

The Planning Commission shall first determine whether the need for the proposed variance arises out of the physical surroundings, shape, topographical condition, or other physical or environmental conditions that are unique to the specific property involved. If so, the Planning Commission shall make the following required findings based on the granting of the variance for that site alone. If, however, the condition is common to numerous sites so that requests for similar variances are likely to be received, the Planning Commission shall make the required findings based on the cumulative effect of granting the variance to all who may apply.

B. Required Findings.

The Planning Commission shall not vary the requirements of any provision of this Code unless it makes a positive finding, based on substantial competent evidence, on each of the following:

1. There are practical or economic difficulties in carrying out the strict letter of the regulation.
2. The variance request is not based exclusively upon a desire to reduce the cost of developing the site.
3. The proposed variance will not substantially increase congestion on surrounding public streets; the danger of fire; or other hazards to the public.
4. The proposed variance will not substantially diminish property values in, nor alter the essential character of, the area surrounding the site.
5. The effect of the proposed variance is in harmony with the general intent of this Code and the specific intent of the relevant subject area(s) of the Code.

C. Imposition of Conditions.

In granting a development approval involving a variance, the Planning Commission may impose such conditions and restrictions upon the premises benefited by a variance as may be necessary to allow a positive finding to be made on any of the foregoing factors, or to minimize the injurious effect of the variance.

Please provide the following information:

1. Owner/Applicant Name: _____
Address: _____
Telephone Number: _____
2. If you are not the owner of the property, or his/her attorney, please attach a copy of authorization (power of attorney, etc.) from owner to seek re-zoning/special exception/variance.
3. Property acreage: _____

4. Future land use designation for the property: _____
5. Please provide the following information about the property:
- a. Current use: _____
 - b. Improvements (structures and/or buildings): _____
 - c. Vegetation: _____
 - d. 100 year flood plain? ____ Yes ____ No
 - e. Is any part of the property contaminated? ____ Yes ____ No
 - f. Are there any potential hazards above or below the ground which need to be removed (for example, an abandoned septic tank)? ____ Yes ____ No
6. Please provide a drawing or aerial photograph of the site showing the locations of all of the items identified above.
7. If your request is granted, will there be a conflict between the use of your property and the use of your neighbors' properties? ____ Yes ____ No If the answer is yes, explain what you will do to minimize the conflict (for example, putting up a privacy fence, etc.):
- _____
- _____
8. Will the variance have any impact on an historical resource? ____ Yes ____ No If yes, describe what that would be (for example, tearing down a house built in the 1800's):
- _____
- _____

NOTE: If the property is located within an historical district, approval of the Historic Design Review Board may be required.

9. Will the physical shape, surroundings or topographical (natural surface) conditions of your property cause a particular hardship to you if the variance is not granted? ____ Yes ____ No
If you answered yes, please identify the condition and explain how it will cause a hardship:
- _____
- _____
- _____
10. Is there a special condition or circumstance which makes your land or structure different from all of the other lands, structures or buildings in the same land use district? ____ Yes ____ No
If you answered yes, please explain what makes your land, structure and/or building different:
- _____
- _____
11. Did you create any of the special conditions or circumstances? ____ Yes ____ No If yes, please explain your answer: _____
- _____
12. Please provide any information to allow the Planning Commission to approve your request because it meets the criteria listed above in item B. Required Findings. Use additional sheets if necessary.
- _____
- _____
- _____
- _____

